



California Timber Regulation and Environment Evaluation System

External User Guide

Version 1.2

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1.0 Access to CalTREES Web Portal and Site Navigation

The CalTREES Web Portal can be reached at: <https://caltreesplans.resources.ca.gov/caltrees>.

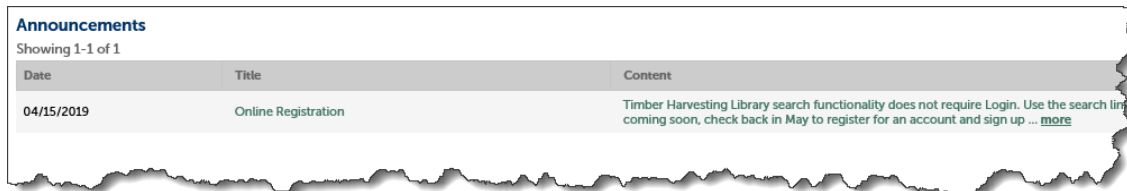
To search and review plans, no login is required. A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

Navigating the CalTREES home page:

- 1) **Search link** – click this link to take you to the Search screen.
- 2) Additional link that takes you to the Search screen.
- 3) **CalTREES Information link** – click this link to take you to the *CalTREES Information Portal* site where you will find the CalTREES Support email address, training materials and other useful information.
- 4) **CalTREES User Guide link** – click this link to open the CalTREES External User Guide
- 5) **CalTREES Account Login** – enter your User Name or Email and Password to access your account. Please remember that you do NOT need to log into CalTREES to use the search and reporting features.
- 6) **New User Account link** – click this link to create a new CalTREES user account. See [Section 2.0 Create a New Online CalTREES Account](#) for more information.
- 7) **Reports List** – click the drop-down arrow to show the list of available reports. See [Section 6.0 CalTREES Reports](#) for more details on the reports listed.

The screenshot shows the CalTREES web portal home page. The header includes the CalTREES logo, the text "DEV ENVIRONMENT", and a navigation bar with links: "Search" (1), "CalTREES Information" (3), and "CalTREES User Guide" (4). Below the header, there are links for "Accessibility Support", "Register for an Account", "Reports (4)" (7), and "Login". The main content area has a "Home" tab and a "Timber Harvest Document" section. The "Timber Harvest Document" section contains a "Search Timber Harvest Documents" button (2). The "CalTREES Account Login" section (5) includes a "User Name or E-mail" field, a "Password" field, and a "Login" button. Below the login fields are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account" (6). The footer contains a "Welcome to CalTREES" message and a brief description of the system.

- 8) **Announcements** - Click this link at the top-right of the screen to view any system-wide Announcements. All Announcements will be listed by date. Click on the **Title Link** to view.



Announcements
Showing 1-1 of 1

Date	Title	Content
04/15/2019	Online Registration	Timber Harvesting Library search functionality does not require Login. Use the search link coming soon, check back in May to register for an account and sign up ... more

- 9) Tabs help to navigate to different areas in CalTREES and each tab has different options. See [Section 3.0 Tabs](#) for more information.



CALTREES DEV ENVIRONMENT
Timber Regulation and Forest Restoration

Search

Home Timber Harvest Document CalTREES Public Services

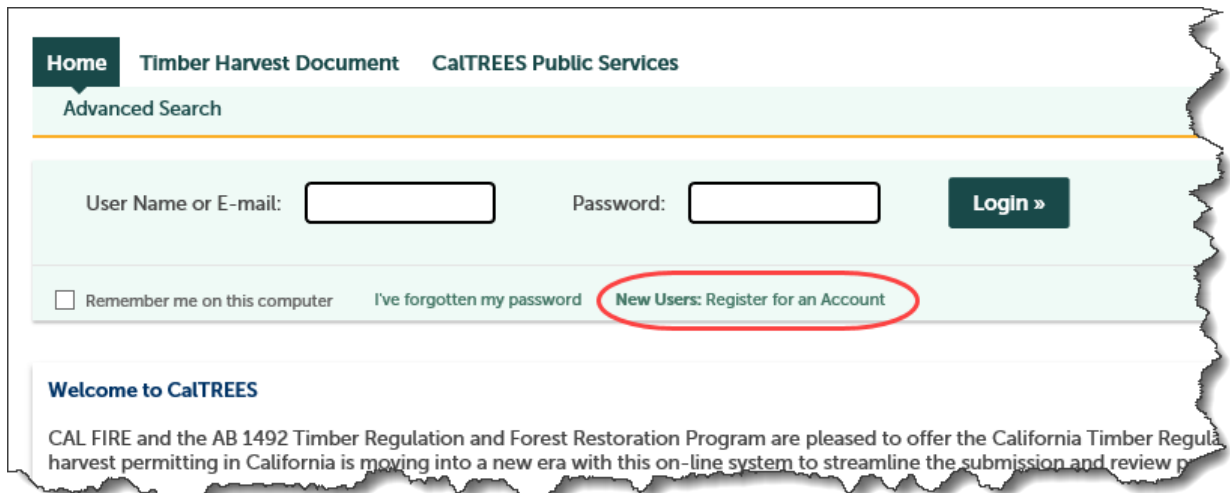
Advanced Search

User Name or E-mail: Password: **Login »**

2.0 Create a New Online CalTREES Account

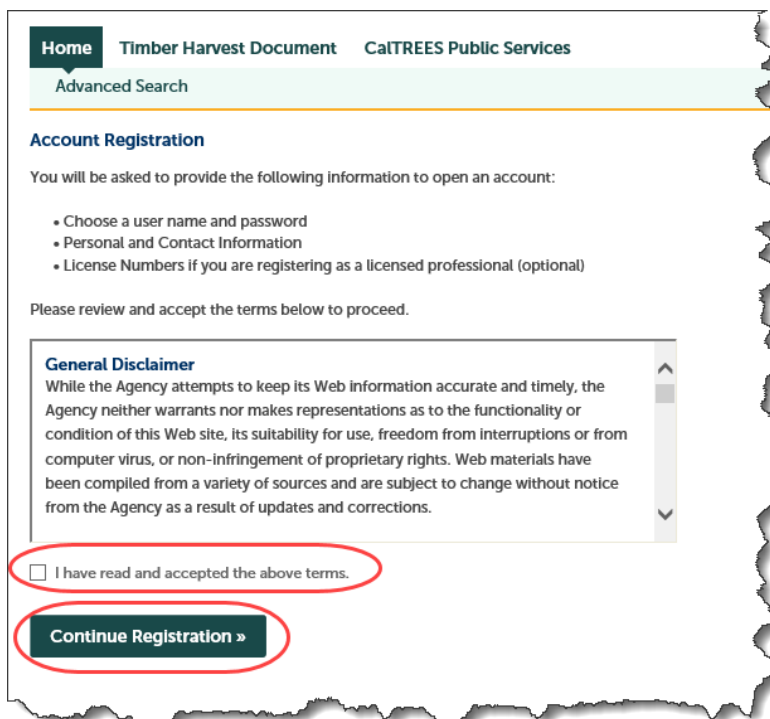
To search and review plans, no login is required. A CalTREES user account is required to: 1) submit Public Comment online, 2) Subscribe to Notification Requests and 3) submit/update Timber Harvesting documents.

1. Click on **New Users** link.



The screenshot shows the CalTREES Public Services page. At the top, there are navigation links: Home, Timber Harvest Document, and CalTREES Public Services. Below these is an 'Advanced Search' section. The main content area has a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form, there are three links: 'Remember me on this computer' (with a checkbox), 'I've forgotten my password', and 'New Users: Register for an Account' (which is circled in red). Below the links, there is a 'Welcome to CalTREES' section with a paragraph of text.

2. Read the disclaimer and check the box. Click on the **Continue Registration** button.



The screenshot shows the CalTREES Account Registration page. At the top, there are navigation links: Home, Timber Harvest Document, and CalTREES Public Services. Below these is an 'Advanced Search' section. The main content area has a heading 'Account Registration' and a paragraph of text: 'You will be asked to provide the following information to open an account:'. Below this are three bullet points: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the bullet points is a paragraph: 'Please review and accept the terms below to proceed.' Below this is a 'General Disclaimer' section with a scrollable text area. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' (which is circled in red). Below the checkbox is a 'Continue Registration »' button (which is also circled in red).

3. Under Login Information, enter information for all required fields.

Home Timber Harvest Document CalTREES Public Services

Advanced Search

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name: ?

* Password: ?

* Enter Security Question: ?

* Mobile Phone:

* E-mail Address:

* Type Password Again:

* Answer: ?

Contact Information

4. Under the Contact Information section, click the **Add New** button.
5. In the Type drop-down list, select Contact and click the Continue button.
6. Enter the Contact information for all required fields.
7. Scroll down to the Contact Addresses section and click the **Add Additional Contact Address** button.

Contact Information

* First: Middle: * Last:

Name of Business:

* Primary Phone: Alternative Phone:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

8. For Address Type, select **Mailing**. Enter the required information and click the **Save and Close** button to continue.

The screenshot shows a web form titled "Contact Information" with a sub-section "Contact Address Information". The "Address Type:" dropdown menu is circled in red and shows "--Select--". Below it are text input fields for "Address Line 1:", "Address Line 2:", "City:", "State:" (a dropdown menu showing "--Select--"), and "ZIP Code:". At the bottom, there are four buttons: "Save and Close" (circled in red), "Save and Add Another", "Clear", and "Discard Changes".

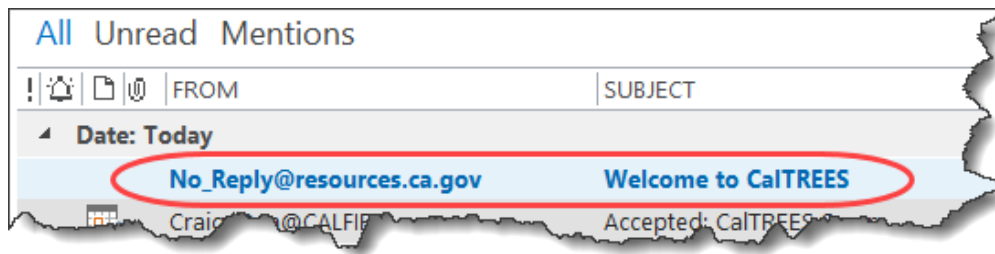
9. Click the **Continue** button. You will get this message box, click the **Continue** button.

The message box contains the text: "The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information." Below the text are two buttons: "Continue" and "Cancel".

10. Click the **Continue Registration** button. You should receive this message:

The screenshot shows the "CalTREES Public Services" page. At the top, there are links for "Home", "Timber Harvest Document", and "CalTREES Public Services". Below these is an "Advanced Search" bar. A green banner with a checkmark icon and the text "Your account is successfully registered." is displayed. Below this, a message says "Congratulations. You have successfully registered an account." A dark green box titled "Account Information" contains the following details: "User Name: jodireagan" and "E-mail: jodi.reagan@fire.ca.gov".

11. You should also receive a Welcome email from "No_Reply@resources.ca.gov".



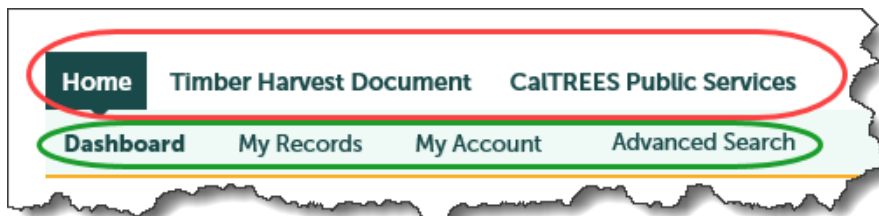
12. Once your account has been created, you will need to login; click the **Login Now** button. Enter your email address and your password and click the **Login** button.

Login Now

3.0 Tabs

The tabs help to navigate to different areas in CalTREES. Each tab has different options.

3.1 Home Tab



- **Dashboard** - this will show you any records you are working on that are "In Progress."
- **My Records** - this is where you will find any Notification Requests you have subscribed to.
- **My Account** - this is where you can update your account information such as password, address, etc.
- **Advanced Search** - takes you to the Search screen (within your account)

3.2 Timber Harvest Document Tab

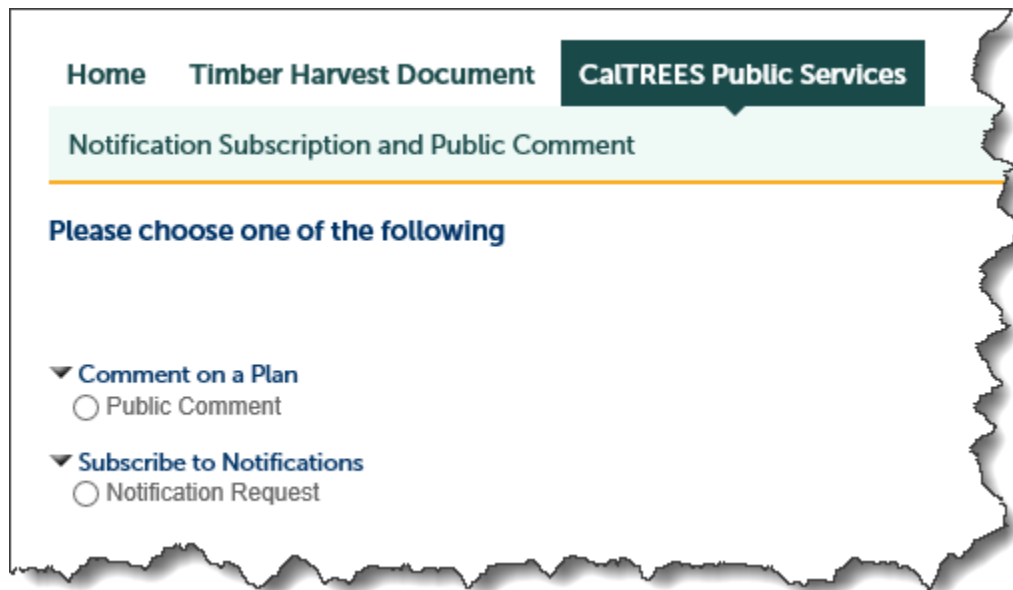
In the future, this section is where timber harvesting documents can be submitted online. Please note that this section is only active for a select set of stakeholders.

3.3 CalTREES Public Services Tab

The Public Services tab has the Public Comment and Notification Request services available.

To submit a Public Comment, see [Section 4.0 Submit a Public Comment](#) for details.

To create a Notification Request, see [Section 5.0 Subscribe to a Notification](#) for details.



4.0 Submit an Emergency or Exemption Notice

Click on the **Timber Harvest Document** tab.

Read the disclaimer, check the box and then click **Continue**.

Click the arrow next to the Record Type to expand the selections, click the circle for the document type, and then click **Continue**.

Home **Timber Harvest Document** CalTREES Public Services Professionals

Create a Timber Harvest Document Search Timber Harvest Documents

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ **Exemptions**

- ☒ 10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019
- ☐ Butte Post Fire Recovery
- ☐ Christmas Trees
- ☐ Drought Mortality and Unmerchantable Sawlog
- ☐ Forest Fire Prevention v2019
- ☐ Oak Woodland Management v2019
- ☐ Post Fire Recovery v2019
- ☐ Small Timberland Owner
- ☐ Structure Protection (0 to 150 feet) v2019
- ☐ Structure Protection (150 to 300 feet) v2019

▼ **Conversions**

- ☐ Less than 3 Acre Conversion
- ☐ Public / Private Utility Right-of-Way

▼ **Emergencies**

- ☐ Notice of Emergency Timber Operations
- ☐ Sudden Oak Death Disease

At any time during the application process, you can click the **Save and Resume later** button to save your work up to that point. You can access the in-process application from the “My Records” list under the Home tab. Click on **Resume Application** to continue entering the application information.

Home **Timber Harvest Document** CalTREES Public Services Professionals

Dashboard **My Records** My Account Advanced Search

▼ **Timber Harvest Document**

Showing 1-3 of 3 | Download results | Add to collection

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status	Action	Short Notes
<input type="checkbox"/>	08/30/2019	19TMP-000510	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019			Resume Application	
<input type="checkbox"/>	08/02/2019	1-19EX-00127-HUM	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Jodi Test-Online submission	Validated		
<input type="checkbox"/>	08/02/2019	1-19EX-00128-HUM	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Jodi - test3 for returned online submittal	Validated		

▶ **CalTREES Public Services**

4.1 Adding Licensed Professionals

Click **Look Up** to search for the licensed professional.

Step 2: Professionals/Applicants > Professionals/Applicants

LTO

Add at least one Licensed Timber Operator (LTO). Additional Licensed Professionals are optional.

To search for an RPF or LTO, click the Look Up button and enter your search criteria. If the RPF or LTO is not found at (916) 653-8031 or LTO Licensing at (916) 653-7211.

Look Up

Showing 0-0 of 0

License Number	License Type	Contact Name
No records found.		

If you know their license number, enter it in the field (i.e., B10622) and click Look Up.

Look Up License

License Type:

State License Number:

Contact Type:

First: Middle: Last:

Name of Business:

Address Line 1: Address Line 2:

City: State: Zip:

Look Up **Clear** [Discard Changes](#)

You can also search by any of the other fields. For example, select the License Type and then enter the first letter of the last name.

Look Up License

License Type:

State License Number:

Contact Type:

First: Middle: Last:

Name of Business:

Address Line 1: Address Line 2:

City: State: Zip:

Look Up **Clear** [Discard Changes](#)

In the search results, click the box next to their name and click **Continue**.

Look Up License

Revise Search

Search results:
Showing 1-2 of 2

<input type="checkbox"/>	License Number	License Type	Licensed Professional Name	Business Name
<input checked="" type="checkbox"/>	A10666	LTOA	RICE LOGGING	RICE LOGGING
<input type="checkbox"/>	A624	LTOA	RALPH HITE/PLUMLEY CONTRACTING CO INC	RALPH HITE/PLUMLEY CONTRACTING CO INC

Continue Discard Changes

The licensed professional is added to the application.

LTO

Add at least one Licensed Timber Operator (LTO). Additional Licensed Professionals are optional.

To search for an RPF or LTO, click the Look Up button and enter your search criteria. If the RPF or LTO is not found, or corrections need to be made, please call at (916) 653-8031 or LTO Licensing at (916) 653-7211.

Look Up

✓ Licensed professional added successfully.

Showing 1-1 of 1

License Number	License Type	Contact Name	Business Name
A10666	LTOA	RICE LOGGING	RICE LOGGING

4.2 Adding Contacts

Contact List

To attach a contact, click the Select from Account, Add New, or Look Up button. To edit a contact that has already been added, click the Edit Link. Add at least one Timberland Owner and one Timber Owner. Multiple Timberland Owners and Timber Owners may be added.

You are required to attach a Timber Land Owner Certification before you can submit this exemption. This option is available before submission

Required Contact Type	Minimum
Timber Owner	1
Timberland Owner	1

Select from Account **Add New** **Look Up**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Primary Phone	Work Phone	Alternative Phone	E-mail	Action
No records found.							

Click **Look Up** to search for the Timberland Owner and Timber Owner. Enter a name in the First/Last Name fields.

Tip: Try entering just their last name to ensure your results include both spellings of the first name like Bob or Robert.

Click the circle next to their name and click **Continue**.

Look Up Contact

[Revise Search](#)

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-4 of 4

Individual/Organization	First Name	Middle Name	Last Name	Business Name
<input checked="" type="radio"/> Individual	WARREN		SMITH	
<input type="radio"/> Individual	WARREN	C	SMITH	
<input type="radio"/> Individual	WARREN	T	SMITH	
<input type="radio"/> Individual	WARREN		SMITH	

Continue [Discard Changes](#)

From the drop-down list, select the Contact Type and click **Continue**.

Look Up Contact

WARREN SMITH

Type: --Select--
Timber Owner
Timberland Owner

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address
<input type="checkbox"/>	Mailing	MASKED FOR TEST, MASKED FOR TEST

Continue Discard Changes

The system will automatically select the box for the first Mailing Address (if there is more than one address, make sure you have selected the correct address before proceeding.) Click **Continue**.

Repeat these steps to add additional required Contact Types.

Contact List

To attach a contact, click the Select from Account button. Add at least one Timberland Owner and one Timber Owner.

You are required to attach a Timber Land Owner.

Required Contact Type	Minimum
Timber Owner	1
Timberland Owner	1

Select from Account **Add New**

Contact added successfully.

If you can't find the contact, click **Add New** to add them into the system.

You will add their *Name*, *Phone* and *Email* in the top section of the screen, and then click on **Add Additional Contact Address** to add their *Mailing Address*.

Contact Information

*Individual/Organization: *First: Middle: *Last:

Name of Business:

*Primary Phone: Alternative Phone:

E-mail: [?](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

Continue **Clear** Discard Changes

Once all contacts have been added click **Continue**.

The remaining sections of the application will vary depending on the Emergency or Exemption Notice you selected.

4.3 Adding Legal Description

Click **Add Row** and enter the required information and then click **Submit**.

LOCATION

Designate the legal land description of the location of the timber operation

*Meridian: *Township: *Range:

*Section: *Acreage: Assessor's Parcel Number:

County: Land Grant:

Submit **Cancel**

Continue to add rows for each additional legal description.

4.4 Attaching Maps and Required Documents

Depending on the type of notice you are submitting, you will be required to upload maps and additional documentation. Please read carefully what is required for submission of the application.

Click Add to upload a file. At the File Upload window, click Add again. Find your file and click Open. NOTE: you can add multiple files at this point. Once the file upload is 100% complete click **Continue**.

For each file you uploaded, you will need to select the Type from the drop-down list. Enter an optional description, then click **Save**.

Once all maps are uploaded, click **Continue** to the next page where you can upload other attachments.

For certification letters, you can access the form by clicking on the link within the instruction.

10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019

1	2	3	4 Harvest Information	5 Legal Description	6 Additional Information	7 Review	8 Record Issuance
---	---	---	-----------------------	---------------------	--------------------------	----------	-------------------

Step 6: Additional Information > Other attachments

Attachment Required

- Signature of Timberland Owner certifying they are the timberland owner and have read and understood the contents of this form and applicable rules. These can be found [here](#), print, sign the form and upload

Attachments Required based on answers to the questions above

- 1800AD Explanation
- Copy of CDFW recommendation identifying specific reason for recommending harvest within a WLPZ of an ASP
- Concurrence from the Department's Archeologist

Add any additional required documentation following the steps for adding a map.

Other attachments

The maximum file size allowed is 250 MB.

Attachment Name	Attachment Type	Size	Latest Update	Description	Upload Date
Signature of Timberland Owner Certification.docx	Timberland Owner Certification	11.47 KB	09/05/2019		09/05/2019

4.5 Review Page

Before you submit your application, you can review your entries and make changes as needed. To make changes to any section, click **Edit**, make your changes and then click Continue to return to the Review page.

NOTE: Once you submit your application, you are unable to make changes unless your application is returned.

Step 7: Review

[Save and resume later](#) [Continue Application »](#)

Please review below form for accuracy. Clicking continue will mark form as completed.

Record Type

10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019

Timber Operations

Type of Timber Operations [Edit](#)

Harvesting dead, dying or diseased trees of any size in amounts less than 10 percent of the average volume per acre, where timber operations will meet the conditions listed in 14 CCR § 1038(b): 5

Harvesting fuelwood or split products in amounts less than 10 percent of the average volume per acre, where timber operations will meet the conditions listed in 14 CCR § 1038(b): 0

Removal of Slash and Woody Debris not located within a WLPZ: 0

LTO [Edit](#)

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Action
003008	RPF	TYLER HULLQUIST	HULLQUIST	Edit

After you have reviewed the application, scroll down to the bottom, read the certification, check the box, and then click **Continue**. This will submit your application.

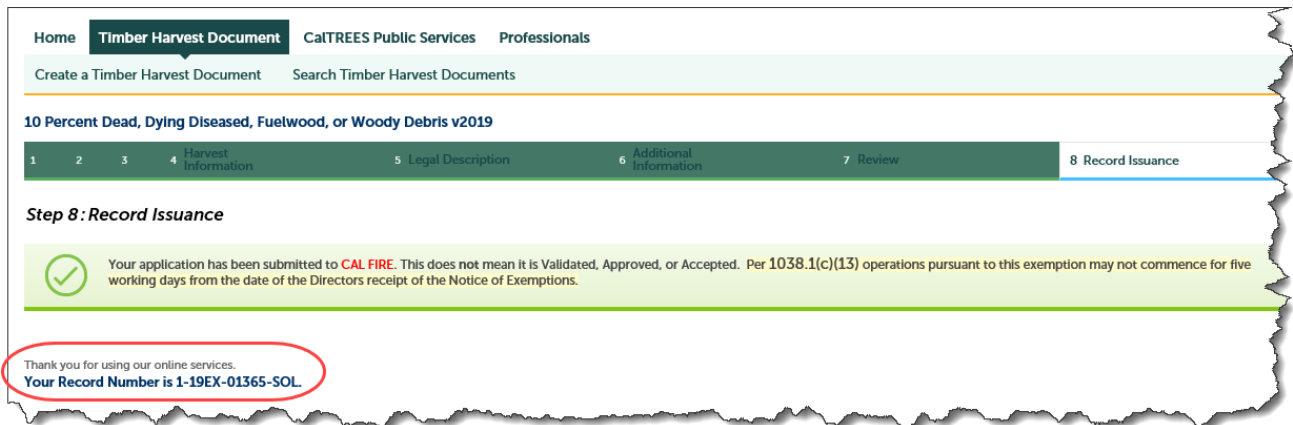
I certify that I have read and understand the instructions and rules and limitations that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.

Date: 09/05/2019

[Save and resume later](#) [Continue Application »](#)

Once your application is submitted, you will see a success message. Your new application number will be listed.



4.6 Application Status

Click on Home, then My Records to see the status of your applications.

Home **Timber Harvest Document** CalTREES Public Services Professionals

Dashboard **My Records** My Account Advanced Search

▼ Timber Harvest Document

Showing 1-14 of 14 | Download results | Add to collection

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status	Action	Short Notes
<input type="checkbox"/>	09/05/2019	1-19EX-01365-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Testing	Submitted		
<input type="checkbox"/>	09/04/2019	1-19EX-01364-ALA	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Test Application	Returned	Edit	
<input type="checkbox"/>	09/04/2019	1-19EX-01362-CON	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	TEST 123	Submitted		
<input type="checkbox"/>	09/03/2019	1-19EX-01361-ALA	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019		Submitted		
<input type="checkbox"/>	09/03/2019	1-19EX-01360-ALA	Drought Mortality and Unmerchantable Sawlog	Test Project	Submitted		
<input type="checkbox"/>	09/03/2019	1-19EX-01363-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	test	Submitted		
<input type="checkbox"/>	09/03/2019	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Test Sept 2019	Validated		
<input type="checkbox"/>	08/19/2019	4-19EX-01349-FRE	Christmas Trees	TEST_EX_Fresno_1	Submitted		
<input type="checkbox"/>	08/19/2019	4-19EX-01348-CAL	Christmas Trees	TEST_EX_Fresno_4	Validated		
<input type="checkbox"/>	08/19/2019	2-19EX-01344-SIS	Christmas Trees	TEST_EX_Fresno_1	Validated		

If the application is returned, you will see a Returned status and an Edit link. Click the link to make the necessary changes to the application. You should have received a Return Letter via email or regular mail with the return reason.

If your application was accepted and validated, click the document number link to access the record. Click the yellow arrow next to Record Info and click **Attachments**.

Record 1-19EX-01359-SOL:

10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019

Record Status: Validated

Record Info ▼

Record Details

Processing Status

Related Records

Attachments

Project Description:

Test Sept 2019

MASKED FOR TEST
MASKED FOR TEST
SACRAMENTO, CA, 12345

The Verified Form contains the Letter of Acceptance and the validated form.

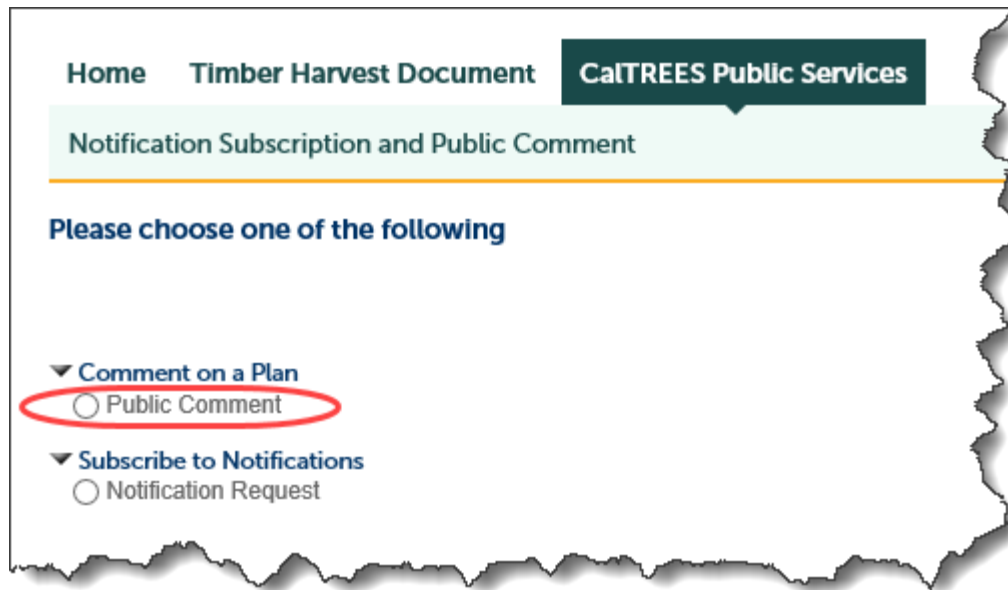
Attachment Name	Attachment Type	Record ID	Record Type	Entity Type	Latest Update
Map1-TEST.jpg	1: 7.5 MIN Quad Map with A 1: 24000 Scale	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
test doc 1.docx	Trees Before 1800AD Justification	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
Signature of Timberland Owner Certification.docx	Timberland Owner Certification	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
test doc 2.docx	CDFW WLPZ-ASP Recommendation	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
/Reports/TenPc19Form_20190903_083551.pdf	Submitted Form for Review	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
/Reports/EXReturnLetter_20190903_084608.pdf	Return Letter	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019
/Reports/TenPctFormLtr_20190903_085308.pdf	Verified Form	1-19EX-01359-SOL	10 Percent Dead, Dying Diseased, Fuelwood, or Woody Debris v2019	Record	09/03/2019

5.0 Submit a Public Comment

Click on the **CalTREES Public Services** tab.

You need to read the disclaimer and check the box each time before proceeding and then click “Continue”.

Click the circle for Public Comment and click “Continue.”



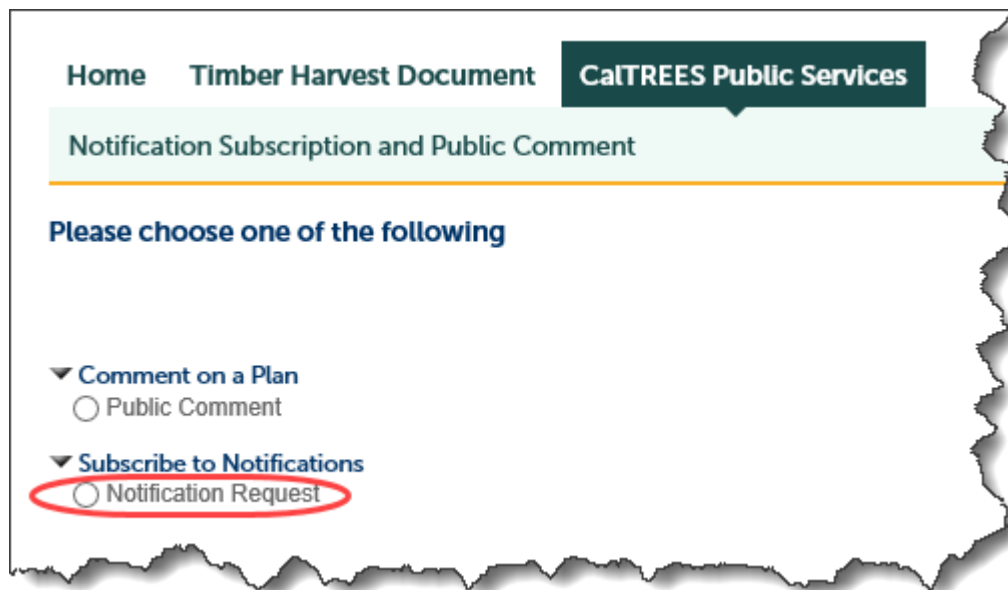
This will take you into the **Public Comment** page.

6.0 Subscribe to a Notification

Click on the **CalTREES Public Services** tab.

You need to read the disclaimer and check the box each time before proceeding and then click “Continue”.

Click the circle for Notification Request and click “Continue.”



This will take you into the **Notification Request** page.

Frequency Settings:

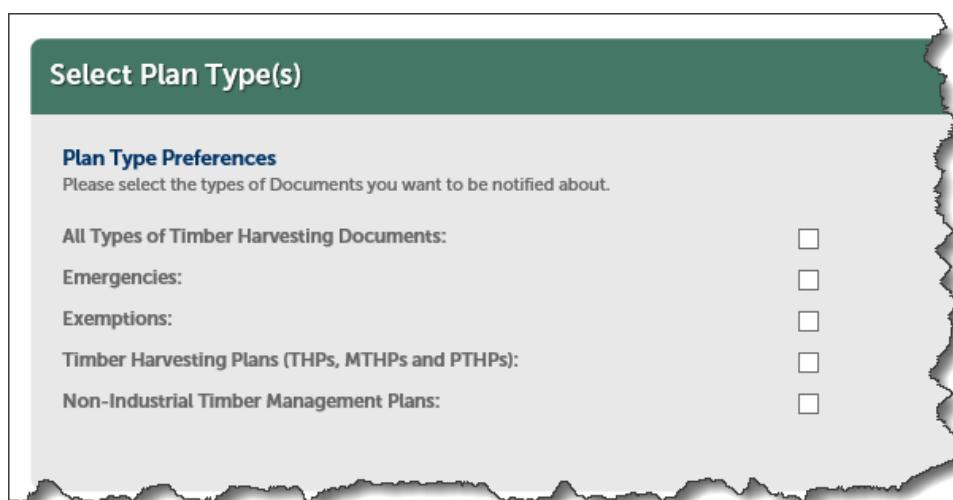
Select a notification frequency from the drop-down list



The screenshot shows a form titled "Frequency Setting" with a green header. Below the header, there is a section titled "Frequency Setting" with explanatory text: "Weekly Notifications are generated every Saturday for the prior 7 days of activity. Monthly Notifications are generated the first of every month for the prior month of activity." A red box highlights a label "Select frequency of the notifications:" followed by a dropdown menu currently showing "--Select--".

Select Plan Type(s):

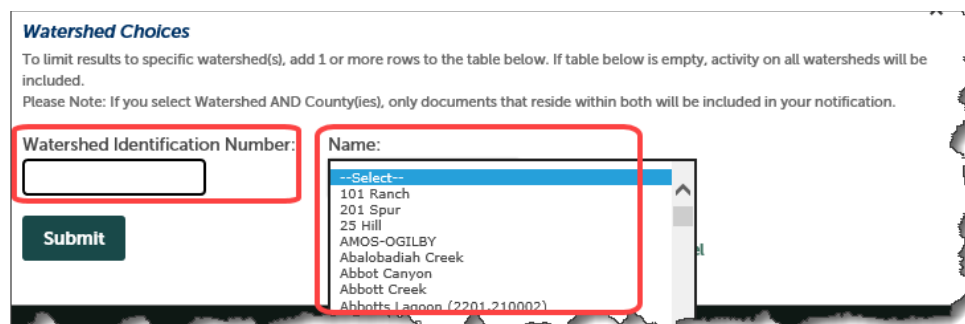
Check the box for the Types of Records you would like to be notified about.



The screenshot shows a form titled "Select Plan Type(s)" with a green header. Below the header, there is a section titled "Plan Type Preferences" with the instruction: "Please select the types of Documents you want to be notified about." There are five checkboxes with corresponding labels: "All Types of Timber Harvesting Documents:", "Emergencies:", "Exemptions:", "Timber Harvesting Plans (THPs, MTHPs and PTHPs):", and "Non-Industrial Timber Management Plans:". All checkboxes are currently unchecked.

Select Watershed(s):

1. Click the **Add A Row** button.
2. Enter a **Watershed ID Number** or select from the drop-down menu and then click the **Submit** button.



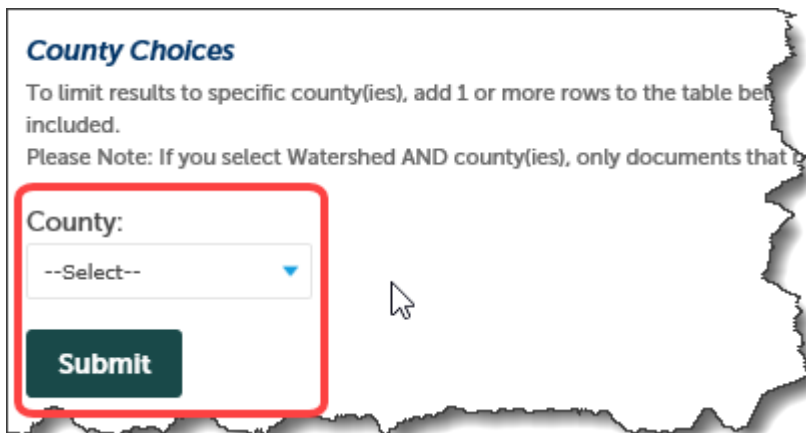
The screenshot shows a form titled "Watershed Choices" with a green header. Below the header, there is a section titled "Watershed Choices" with instructions: "To limit results to specific watershed(s), add 1 or more rows to the table below. If table below is empty, activity on all watersheds will be included. Please Note: If you select Watershed AND County(ies), only documents that reside within both will be included in your notification." There are two input fields: "Watershed Identification Number:" and "Name:". The "Name:" field is a dropdown menu showing a list of options: "--Select--", "101 Ranch", "201 Spur", "25 Hill", "AMOS-OGILBY", "Abalobadiah Creek", "Abbot Canyon", "Abbott Creek", and "Abbotts Lagoon (2201-210002)". A red box highlights both input fields. Below the input fields is a green "Submit" button.

3. Repeat as needed for additional Watersheds.

Select County(ies):

1. Click the **Add a Row** button

2. In the drop-down list, select the county and click the **Submit** button.



County Choices

To limit results to specific county(ies), add 1 or more rows to the table below. Only the county(ies) listed below will be included in notifications even if no other criteria matches.

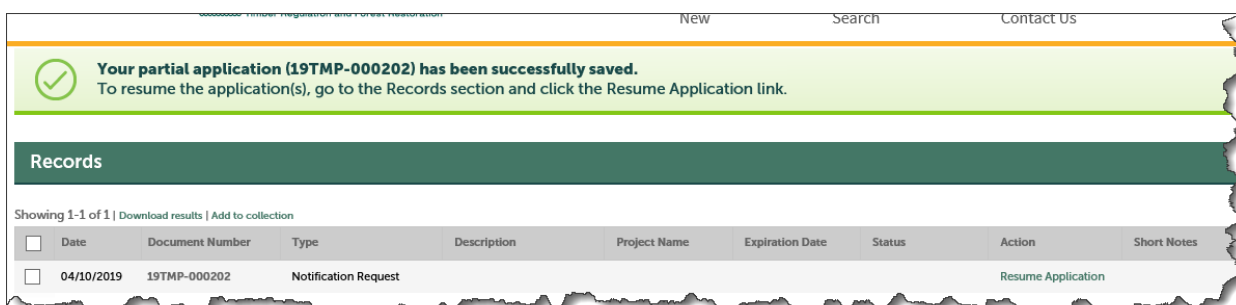
Please Note: If you select Watershed AND county(ies), only documents that match both will be included.

County:
--Select--

Submit

3. Repeat as needed to add additional counties.

NOTE: You can click the Save and Resume Later button at any time to save your entries. You will receive the message below. On your Dashboard, click on **Resume Application** to complete your Notification Request.



New Search Contact Us

Your partial application (19TMP-000202) has been successfully saved.
To resume the application(s), go to the Records section and click the Resume Application link.

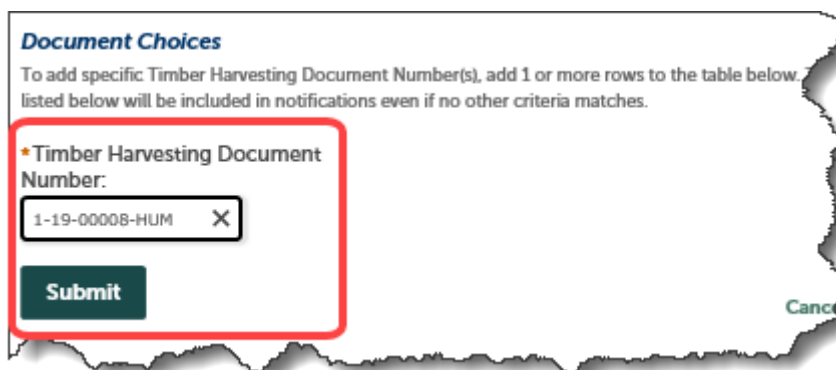
Records

Showing 1-1 of 1 | Download results | Add to collection

<input type="checkbox"/>	Date	Document Number	Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	04/10/2019	19TMP-000202	Notification Request					Resume Application	

Select Timber Harvesting Document Number(s)

1. Click the **Add a Row** button.
2. Enter the Timber Harvesting document number and click the **Submit** button.



Document Choices

To add specific Timber Harvesting Document Number(s), add 1 or more rows to the table below. Only the document number(s) listed below will be included in notifications even if no other criteria matches.

*Timber Harvesting Document Number:
1-19-00008-HUM X

Submit Cancel

3. Click the **Continue** button.

4. The Review page is displayed next. Review all information and make changes as needed.
5. Click the **Continue** button to submit your Notification Request application.

NOTE: Once your Notification Request is complete, you are given a Record Number. You do not need to write this number down.

View Record Details

1. To view Record Details for any Notification, click on the **Home** tab and then click on **My Records**.
2. Expand the arrow next to CalTREES Public Services and you will see your Notification Request. Click on the **Document Number** link to open the record.
3. Under *Record Details*, expand the arrow next to *More Details*, and then click the **plus (+) sign** for *Application Information* and *Application Information Table* to display the details of the Notification Request.

The screenshot shows the 'Record Details' page. At the top is a green header bar with the text 'Record Details'. Below this is a section titled 'More Details' with a downward arrow. Under 'More Details' are two expandable sections: 'Application Information' and 'Application Information Table'. Red arrows point to each of these sections. The 'Application Information' section is expanded, showing 'General Settings' with fields for 'Email Address to Notify' (jodi.reagan@fire.ca.gov) and 'Select how often you want the notification to be:' (Weekly). Below this is a section titled 'NOTIFICATION_PREFERENCES' with a table of settings. The 'Application Information Table' section is also expanded, showing a table of counties.

NOTIFICATION_PREFERENCES	
All Record Types:	No
Emergency:	No
Exemption:	No
Timber Harvesting:	Yes
Non-Industrial Timber Management Plan:	No

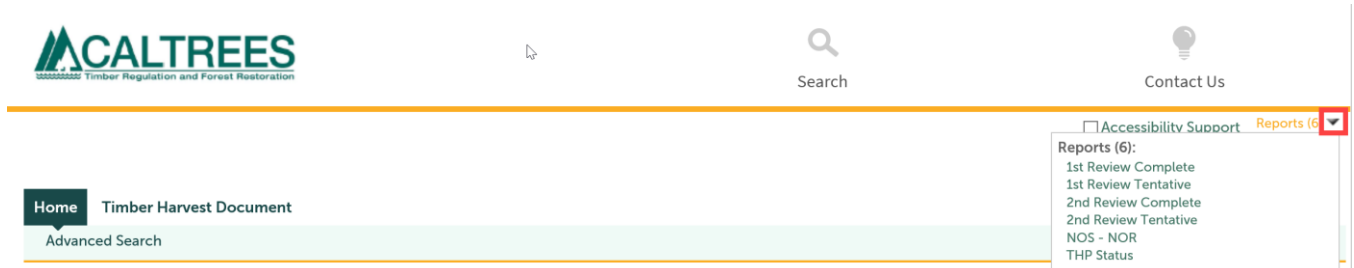
Application Information Table	
COUNTIES	
State:	California
County:	Shasta
State:	California
County:	Tehama

At the bottom of the page is a green button labeled 'Create Amendment'.

4. Click the **Update Information** button to unsubscribe from that particular Notification Request or make changes to it.

7.0 CalTREES Reports

To get to the online reports, **Click** on the arrow next to “Reports” on the CalTREES home page or the Search home page. Once you click on the arrow, a list of reports will be displayed. **Click** on the name of report that you would like to run. Once all parameters are entered, **Click** submit to run the report.



7.1 1st Review Complete Report

Provides a list of all First Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the First Reviews completed in the seven days before the end date provided.

7.2 1st Review Tentative Report

Provides a tentative list of First Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative First Reviews scheduled in the seven days before the end date provided.

7.3 2nd Review Complete Report

Provides a list of all Second Reviews completed in the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the Second Reviews completed in the seven days before the end date provided.

Input Parameters for all Review Reports

Please input report parameter(s):

* Region: 1=Coast, 2=Casc, 3,4=Sierra:

* For week ending on:



Submit

Cancel

7.4 2nd Review Tentative Report

Provides a tentative list of Second Reviews that will take place during the specified week. The CAL FIRE Region number and a date must be provided. The report will extract the tentative Second Reviews scheduled in the seven days before the end date provided.

7.5 NOS – NOR (Notice of Submission and Notice of Recirculation) Report

Provides the official list of NOS and NORs that occurred during the specified time period. The CAL FIRE Region number and the start and end dates must be provided. In diagram on right is the list of parameters that need to be entered for this report:

Input Parameters for NOS-NOR Reports

Please input report parameter(s):

*Region:1=Coast,2=Casc,3,4=Sierra:

*For period beginning on:

*For period ending on:

7.6 THP Status Report

Provides a list of the timber harvest plans that are currently being processes. No input parameters are required.

8.0 Search for Timber Harvesting Documents

To reach the Search Home Page, **Click** on: 1) “Search” magnifying glass **or** 2) the words “Search Timber Harvest Documents”.

8.1 Search Criteria

All items on the search page can be used as search criteria. Figure 1 - CalTREES Search Criteria shows all eight of the fields that can be used for searching in CalTREES. On the Search Home Page, to make the “Watersheds” search field visible, **Click** on the “Search Additional Criteria” link.

CalTREES Help text can be found for items that have a question mark next to the item (?). **Click** on the question mark next to the item and additional information about the search field will pop up.

Once all search criteria has been entered, **Click** the “Search” button. To clear the search parameters entered on the search screen, **Click** the “Clear” button.

The screenshot shows the 'General Search' form with the following fields and callouts:

- 1**: Record Number text input field.
- 2**: Record Type dropdown menu.
- 3**: Record Status dropdown menu.
- 4**: Record Created Start Date text input field with a calendar icon.
- 5**: Record Created End Date text input field with a calendar icon.
- 6**: Project Name text input field.
- 7**: Legal Description text input field.
- 8**: Watershed Identification Number text input field.

At the bottom of the form are two buttons: 'Search' and 'Clear'.

Figure 1 - CalTREES Search Criteria

8.2 Wildcard Searching

The CalTREES application has a wildcard character (%) that can be used to assist with searching for plans in CalTREES. The wildcard can be used in the text fields, but can't be used in the “Date” fields or fields with dropdown menu choices. The wildcard is used to take the place of any other character or string of characters in the field. The wildcard can be used multiple times in a search field to assist in narrowing down the search results.

8.3 Record Number/Harvest Document Number Search

The Record Number field is equivalent to the Harvest Document Number. The Record Number field format is 2-17EX-934-SHA where the field is represented by following components: [Region#]-[YY][Type]-[Sequence #]-[County].

- **Region #** - 1 = North Coast - Santa Rosa, 2 = Cascade - Redding, 3 = Southern - Riverside, 4 = Central Sierra - Fresno
- **YY** - Last 2 digits of year plan was submitted
- **Type** – the type of plan; EX = Exemption, EM = Emergency and NTMP. Please note Type is not used for THP
- **Sequence** = Unique Sequence Number assigned to plan. Plans submitted before October 1, 2018 will have a three digit sequence and plans submitted on or after October 1, 2018 will have a five digit sequence code.
- **County** = three character County identifier (see Appendix A for the list of all Counties and their associated 3 letter identifier)

Examples of wildcard (%) use in the Record Number/Harvest Document Number field:

- To search for all plans in Region 2, use the following format “**2-%**”
- To search for all plans in Shasta county, use the following format “**%-SHA**”
- To search for all plans submitted in 2018, use the following format “**%-18%**”
- To search for Emergency plans in Region 2 in Shasta County, use the following format - “**2-%EM-%-SHA**”
- To search for Emergency plans in Region 2 submitted in 2018 in Shasta County, use the following format “**2-18EM-%-SHA**”

8.4 Record Type/Plan Type and Record Status Search

Record Type is equivalent to the Plan Type. The Record Type and Record Status have dropdown menus that can be used to determine search criteria.

When viewing the dropdown list for Record Type, it will display differently depending on the internet browser being used. If Internet Explorer (IE) is being used, a full list of items will be shown in the dropdown menu, but only the items that can be used in the search will be available to select. All other choices will be “greyed out”. If your browser is Chrome, then only the searchable Record Types will be displayed.

Record Status values are based on the Record Type chosen as search criteria. A Record Type must be selected to be able to enter a Record Status as search criteria. When a Record Type is chosen, only Record Status’ appropriate for that Record Type will be displayed in the dropdown menu.

The Record Status has several choices and some of the choice will not be used. Please see the Appendix A for the most common Record Status’ and their definitions.

8.5 Record Created Start and End Dates

The Record Created Start Date and Record Created End Date represent the date range when a plan was submitted to CAL FIRE. Please note this does not represent the date a plan changed from one status to another.

One example of searching by date is:

- To search plans submitted between January 1, 2018 and August 1, 2018, enter “**01/01/2018**” in the Record Created Start Date and enter “**08/01/2018**” in the Record Created End Date.

8.6 Project Name Search

The Project Name is a field that can be submitted on the harvest document plan. It is an optional field, so it may not always exist on all plans in CalTREES. This field is a text field and the wildcard (%) can be used to assist with searching.

Examples of searching by Project Name:

- To find plans with “Carr” anywhere in the Project Name field, enter the following format - “**%Carr%**”
- To find plans where Project Name begins with “Carr”, enter the following format - “**Carr%**”
- To find plans where Project Name ends with “Carr”, enter the following format - “**%Carr**”

8.7 Legal Description Search

When searching by the Legal Description, there is a very specific format that must be used. The format is [Merdian][Township][2 spaces][Range][2 space][Section#]. Below are the components of the Legal Description with the valid values for the search:

- **Median** - H = Humbolt, M = Mount Diablo, S = San Bernardino
- **Township** - ##N or ##S (where ## represents a two digit number; 0 pad if only one digit, ex. 05N)
- **Range** - ##E or ##W (where ## represents a two digit number; 0 pad if only one digit, ex. 05E)
- **Section** - # (space pad if only one digit, ex. ' 1')

If the Township or Range are only one digit, a leading zero must be added to make the search value contain 3 characters. For example, if the Township is “3n”, the search value of the Township should be “03n”. The same is true of the Range. If the Range is “5E”, the search value of the Range should be “05E”. Please note, the cardinal directions can be upper or lower case.

If the Section is only one digit, then an additional space must be added in front of the number. For example, Section is equal to 1, then a space is added before the number – “ 1” and this space is in addition to the two spaces required between the Range and Section.

Example searches:

What you are searching for	Enter This Value	Notes
Mount Diablo, Township 16N	M16N%	
Mount Diablo, Township 16N, Range 10W	M16N__10W	
Mount Diablo, Township 16N, Range 10W, and Section 3	M16N__10W__3	2 spaces between Township and Range and since Section is only one digit, 3 spaces between Range and Section
Mount Diablo, Township 6N, Range 10W, and Section 12	M06N__10W__12	2 spaces between Township and Range, 2 between Range and Section
Any Meridian, Township 16N, Range 4W and any Section	%16N__04W%	2 spaces between Township and Range
Only Humboldt Meridian	H%	
Humboldt, any township, Range 5E, and Section 10	H%05E__10	2 spaces between Range and section

Once search results are found, to see the actual Legal Description field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to “Record Info”, then “Record Details”, then “More Details”, then “Applications Information Table”. This is the table that lists the actual Legal Descriptions for the chosen plan.

8.8 Watershed Search

Watershed information is submitted on timber harvest plans and there are several ways to search for the information. To search by the Watershed, the exact Watershed can be entered or the wildcard(%) can be used.

- Search by specific Watershed - If you would like to search for plans in a specific Watershed, then entire Watershed number can be entered into the field. For example, “**6532.230501**” could be entered and CalTREES would find all plans with that specific Watershed.
- Search using wildcard(%) – the wildcard can be used anywhere in the Watershed field. Here are a couple of examples of how it can assist with searching.
 - To search for a group of Watersheds that start with “6532”, then enter “**6532%**”
 - To search for a Watershed starting with “6532” and ended with “01”, then enter “**6532%01**”

Once search results are found, to see the actual Watershed field for a specific plan, a specific plan must be chosen and reviewed. See Section 5 – Reviewing Plans for details on how to review the details of a specific plan. In short, once a plan is chosen, go to “Record Info”, then “Record Details”, then “More Details”, then “Applications Information Table”. This table first lists the Legal Description and then the actual Watersheds are listed second in the table.

9.0 General Search Results

9.1 Sorting Search Results

The search results are displayed in a table and will provide a list of plans that meet the search criteria. At the top of the results are column labels and the column labels can be to sort the results. To sort the results, **Click** on the column label and it will sort the results in ascending order and **Click** the label again and results will be sorted in descending order.

Showing 1-50 of 272 | [Download results](#)

<input type="checkbox"/>	Date	Document Number	Type	Application Name	Status
<input type="checkbox"/>	11/08/2018	2-18EM-00160-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00162-SHA	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00159-SHA	Notice of Emergency Timber Operations	Michael, John and Sharon Oconnell - Delta Fire	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00161-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder (2)	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00163-SHA	Notice of Emergency Timber Operations	Reenan - Delta Fire	Validated

9.2 Exporting Search Results

The search results can be exported in a CSV format by clicking on the **Download results** link. This export will provide a list of all the plans found in the search.

10.0 Reviewing Plans

To select a specific plan, **Click** on the document number link of the plan you would like to review.

<input type="checkbox"/>	11/08/2018	2-18EM-00160-SHA	Notice of Emergency Timber Operations	SPI - Delta Fire - Little Boulder	Validated
<input type="checkbox"/>	11/08/2018	2-18EM-00162-SHA	Notice of Emergency Timber Operations	Shasta-Cascade - Delta Fire - Boulder Creek	Validated

10.1 Specific Plan Review

Once a specific plan is chosen, the following information will be displayed.

Home Timber Harvest Document

Search Timber Harvest Documents

Record 2-18EM-00160-SHA:

Notice of Emergency Timber Operations

Record Status: Validated

Record Info ▼

Record Details

Licensed Professional:
STEVE WILLS TRUCKING & LOGGING LLC
PO BOX 335
FORTUNA, CA, 95540
Phone: 707-768-3781
LTOA A8780

Project Description:
SPI - Delta Fire - Little Boulder

View Additional Licensed Professionals>>

More Details

To get additional information about the plan, **Click** on the “Record Info” link.

Record 2-18EM-00160-SHA:

Notice of Emergency Timber Operations

Record Status: Validated

Record Info ▼

Record Details

Processing Status

Related Records

Attachments

G & LOGGING LLC

Project Description:
SPI - Delta Fire - Little Boulder

10.2 Record Details

To see the Record Details information, **Click** on “Record Details”. This section includes License Professional and Contacts. The “Application Information” and “Application Information Table” contains different types of data depending on the document type. **Click** on the plus sign (+) next to the label to see details.

Record Details

Licensed Professional:
STEVE WILLS TRUCKING & LOGGING LLC
PO BOX 335
FORTUNA, CA, 95540
Phone: 707-768-3781
LTOA A8780

Project Description:
SPI - Delta Fire - Little Boulder

Hide Additional Licensed Professionals

1) STEPHEN JOSEPH GROMACKI sgromacki@spi-ind.com
SIERRA PACIFIC INDUSTRIES
P O BOX 496014
REDDING, CA, 96049-6014
Phone: 530-378-8222
Alternative Phone: 530-356-4049
RPF 002526

2) C L T LOGGING INC
P O BOX 130
GRENADE, CA, 96038
Phone: 530-459-3608
Alternative Phone: 530-459-3608
LTOA A8827

More Details

Related Contacts

Timber Owner Information
Organization
SIERRA PACIFIC INDUSTRIES
Primary Phone: 707-443-7030
Mailing
P O BOX 496014
REDDING, CA, 96049-6014
United States

Timberland Owner Information
Organization
SIERRA PACIFIC INDUSTRIES
Primary Phone: 707-443-7030
Mailing
P O BOX 496014
REDDING, CA, 96049-6014
United States

Application Information
Application Information Table

10.3 Application Information

When reviewing the parent record, you can **Click** on the plus sign (⊕) next to the “Application Information” and information such as total number of acres will be displayed.

Application Information Table	
Location	
Meridian:	Mount Diablo
Township:	35N
Range:	3E
Section:	27
Acres:	113
Section:	6
Acres:	2
County:	Shasta
Watersheds	
Watershed Identification Number:	5526.330202
Name:	Jackrabbit Flat
CALWATER Version:	2.2
Watershed Identification Number:	5526.320001
Name:	Washburn Bue Park
CALWATER Version:	2.2
Watershed Identification Number:	5526.320002
Name:	Rocky Ledge
CALWATER Version:	2.2

10.4 Application Information Table

When reviewing the parent record, you can **Click** on the plus sign (⊕) next to “Application Information Table” and information about the parent record will be displayed. Since the parent record is currently selected, the Legal Descriptions (Location) and, depending on the plan, the Watersheds will be displayed.

10.5 Processing Status

The Processing Status section shows the step in the plan processing. The symbols next to the phase has different meanings:

- 1) The green check mark means the step has been completed
- 2) The hour glass means the step is in progress
- 3) If there is no symbol next to a step that means the step has not started

To see more details about the step, **Click** on the arrow next to the step name. In the example, all steps up to Completion and Stocking Report are complete. The Review Team Verification step has been highlighted to show the due date of the task and when it was completed.




Processing Status	
✓ ▾ Intake	Due on 11/08/2018 Marked as Submitted on 11/08/2018
✓ ▾ Review Team Verification	Due on 11/15/2018 Marked as Verified on 11/08/2018
✓ ▸ Archaeologist Verification	
✓ ▸ Review Team Decision	
✓ ▸ Send Letter	
⌚ ▸ Completion and Stocking Report	
Complete	

10.6 Related Records

CalTREES creates a structure below the main document also called the parent record. The lower level items are called Related Records. The Related Records represent the different sections of the timber harvest plan. To view details about Related Records, click the “View” link next to item.

Related Records

View Entire Tree »

Document Number	Type	Application Name	Date	View
 2-18-00150-SHA	Timber Harvest Plan	McCumber	<u>11/15/2018</u>	
 2-18-00150-SHA-REVIEW	THP Multi Agency Review	Review Form for THP:2-18-00150-SHA	<u>11/15/2018</u>	View
 2-18-00150-SHA-GEN	Sec 1 General	McCumber	<u>11/15/2018</u>	View
 2-18-00150-SHA-SILV	Sec 2 Item 14 Silviculture	McCumber	<u>11/15/2018</u>	View

Now, the information in the “Application Information” and “Application Information Table” will pertain to the Related Record chosen.

10.7 Attachments

The attachments are documents that pertain to the plan. In this example, there are two documents associated to the plan. One is the plan (“Harvest Document Image”) that was submitted and the other is the acceptance letter generated by CAL FIRE. To view the documents, **Click** on the Attachment Name of the specific document that you would like to view.

Appendix A

A.1 Search Criteria Definitions

- 1) **Record Number** – harvest document number
- 2) **Record Type** – list of all plan types; can only select all types or one specific type
- 3) **Record Status** – values are based on Record Type and must choose Record Type for a list of values to be displayed
- 4) **Record Created Start Date** and 5) **Record Created End Date** – represents the date range the plan was submitted
- 6) **Project Name** – Project Name assigned to harvest document by submitter
- 7) **Legal Description** - the Meridan, Township, Range and Section where plans reside
- 8) **Watersheds** - Watersheds in California that average between 3,000 and 10,000 acres are identified by CALWATER planning watershed numbers.

A.2 Common Record Status Definitions in CalTREES

Record Status	Definition
Approved	Has been approved and ready for operations
Closed	Plans that were returned, withdrawn, denied, not approved and not resubmitted.
Denied	CAL FIRE determined the plan is not in compliance
Director Decision	15 working days that Director has to approve plan
Filed	Plan has been submitted to CAL FIRE
In Review	Plan is in First Review
In Second Review	Plan is in Second Review
PHI Scheduled	PHI for this plan has been scheduled
Public Comment	The last 10 day period for public comment to be provided
Received	Received by CAL FIRE
Recirculation	New information after multi-agency review needing public review period.
Returned	Plan returned prior to filing date for insufficiencies
Withdrawn	Harvest document withdrawn from review by Plan Submitter prior to determination of conformance.

A.3 CAL FIRE Regions

Numeric CAL FIRE Regions
1 – North Coast Region I - Santa Rosa
2 – Cascade Region II - Redding
3 – Southern Region III - Riverside
4 – Central Sierra Region IV - Fresno

A.4 CAL FIRE Units

CAL FIRE Units			
AEU	Amador-El Dorado	MVU	San Diego
BDU	San Bernardino	NEU	Nevada-Yuba-Placer
BEU	San Benito-Monterey	RRU	Riverside
BTU	Butte	SCU	Santa Clara
CZU	San Mateo-Santa Cruz	SHU	Shasta-Trinity
FKU	Fresno-Kings	SKU	Siskiyou
HUU	Humboldt-Del Norte	SLU	San Luis Obispo
LMU	Lassen-Modoc	TCU	Tuolumne-Calaveras
LNU	Sonoma-Lake-Napa	TGU	Tehama-Glenn
MEU	Mendocino	TUU	Tulare
MMU	Madera-Mariposa-Merced		

A.5 List of County Abbreviations

List of Counties with Abbreviations					
ALA	Alameda	MAD	Madera	SJN	San Joaquin
ALP	Alpine	MAN	Marin	SLO	San Luis Obispo
AMA	Amador	MAR	Mariposa	SMO	San Mateo
BUT	Butte	MEN	Mendocino	SBA	Santa Barbara
CAL	Calaveras	MER	Merced	SCL	Santa Clara
COL	Colusa	MOD	Modoc	SCR	Santa Cruz
CCA	Contra Costa	MOO	Mono	SHA	Shasta
DEL	Del Norte	MON	Monterey	SIE	Sierra
ELD	El Dorado	NAP	Napa	SIS	Siskiyou
FRE	Fresno	NEV	Nevada	SOL	Solano
GLE	Glenn	ORA	Orange	SON	Sonoma
HUM	Humboldt	PLA	Placer	STA	Stanislaus
IMP	Imperial	PLU	Plumas	SUT	Sutter
INY	Inyo	RIV	Riverside	TEH	Tehama
KER	Kern	SAC	Sacramento	TRI	Trinity
KIN	Kings	SBO	San Benito	TUL	Tulare
LAS	Lassen	SBR	San Bernardino	TUO	Tuolumne
LAN	Los Angeles	SDO	San Diego	VEN	Ventura
LAK	Lake	SFO	San Francisco	YOL	Yolo
				YUB	Yuba